

**Space Family Education, Inc.  
Board of Director's Open Meeting**

**September 15, 2005**

*Opening Remarks*

**President (Melanie Saunders)**

Ms. Saunders introduced the new board: herself, VP Susan Gomez, Secretary Louis Nguyen, Treasurer Miranda Scroggins, and Policies & Procedures Liana Rodriggs. Ms. Saunders then introduced Judy Carnahan-Webb, a child-care consultant and NAEYC validator, who is performing an independent evaluation of the JSC Childcare Center for NASA.

*Safety Report*

**Director & Vice President (Kristy Hirning & Susan Gomez)**

No accident & illness report – transition in work with outgoing VP Erica Vandersand.

Ms. Hirning reported that she distributed a bicycle helmet recall and she encourages everyone to check their helmets. If they are from Target, they can be exchanged for a giftcard.

We are looking at the best way to distribute recall information to members.

*Director Report*

**Staffing**

**Resignations:**

None

**New Hires:**

None

**Other:**

Two teachers (Ms. Vanessa from Room 8 and Ms. Amalia from Room 1) still on medical leave.

Many thanks to Gloria Cybulski for planning the spaghetti dinner fundraiser. It was very successful.

## **Operations**

### **Facility:**

NASA work control came to see the carpet in room 2. They will begin work to install tile in the eating area in that room and in room 1. Replacement of the rest of the carpet is still under review.

The large tarp on the big kids' playground was repaired but during installation the walkway bridge area was damaged. Ms. Hirning is in negotiations to have the company come back and fix it.

### **Special Events:**

There will be a Scholastic book fair next week on W-F (Sept 21-23). Baskets will be set up with wish lists for each room for anyone who wishes to make a donation. Based on sales, the center will receive free books and maybe some cash. This will coincide with the center's grandparents' luncheon to give visiting grandparents the chance to participate.

Grandparents' luncheon (each child is welcome to invite their grandparents or a stand-in):

Next Thursday (Sept. 22) Rms 4 & 5 eat at 11 am, and rm 6 will eat at 11:40 am

Next Friday (Sept. 23) Rm 7 eats at 11:30 am, Rm 8 at 12 pm, and Rm 9 at 12:30 pm

A parent workday will be scheduled soon. A parent suggested sending a note to members now that we will be needing sandbox sand.

### **Other:**

No report

## ***Committees Report***

### **Education Curriculum**

No report

### **Playground**

A parent asked how high can the play structures be and are ours appropriate? Ms. Carnahan-Webb replied that state inspects the playgrounds to be sure all regulations are met and NAEYC has recommendations. The parent then asked about the rubber fall zone material and if there is anything better. Ms. Carnahan-Webb discussed some other varieties of fall zone but commented that what we have is the best and most expensive kind.

### **Newsletter and Webpage**

Ms. Rodriggs reported that Noreen Khan is the new newsletter editor. Ms. Khan has been in contact with Ms. Hirning about putting together a new issue.

The staff birthdays and room assignments portion of the webpage has been updated.

**Room-1**

No report

**Room-2**

No report

**Room-3**

No report

**Room-4**

No report

**Room-5**

Everything is good.

**Room-6**

No report

**Room-7**

No report

**Room-8**

A parent new to the room asked whom the room captain is.

**Room-9**

No report

***Board Members Report***

**Policies and Procedures** (Liana Rodriggs)

The Parent Handbook is being reviewed by Ms. Carnahan-Webb and will be published soon. It will be distributed in the parent cubbies along with a form for parents to sign acknowledging that they have read and understood the policies.

The center is full and there are 200 children on the waiting list.

A memo will go out soon to the parents of children in rooms 7 & 8 about establishing a kindergarten waiting list for next year.

**Treasurer** (Miranda Scroggins)

Ms. Gomez has completed Aug and has handed off the treasurer's job to Ms. Scroggins.

The summer camp did very well making \$36K despite having to pay rent. The bus loans for the year will be paid from that with the remainder going to savings.

Full enrollment will keep SFEI in good financial shape and we are on track to meet our goal of \$25K in savings at the end of the FY.

Ms. Scroggins is working on last year's financial report with our advisor. She will work on showing depreciation on the monthly reports throughout the year. She will also input the current year budget into Quickbooks and provide 1<sup>st</sup> quarter reports for the next board meeting.

In the new MOU, the board is hoping to include more NASA-provided maintenance items such as painting and playground resurfacing. This will save both on recurring and periodic costs.

**Secretary** (Louis Nguyen - Absent)

Mr. Nguyen reported that he is continuing with 2005-2006 membership renewal process. He will review the membership roster with Ms. Coppedge at the end of September, and confirm non-renewals before providing updated membership information to Ms. Rodgers for the annual update to the waitlist.

Mr. Nguyen completed updating the By-Laws. The August 2005 version will be uploaded on the website soon.

**Vice President** (Susan Gomez)

No report

**President** (Melanie Saunders)

A memo was sent to the parents about the NASA HR focused evaluation of the Childcare Center. It included NASA's concerns and a preliminary response from the Board. One of the recommendations from HR was to have an independent evaluation of SFEI. The timing is good given the upcoming MOU renegotiation and the new NAEYC guidelines. We are expecting a balanced report on positive aspects and areas to improve. The Board will meet with NASA to review the report.

Another recommendation from HR was to have an independent safety evaluation of one of the playground accidents last year. Barry Richard was hired by NASA to perform the evaluation. His specialty is amusement park safety but he has a broad background. Mr. Richard visited the center last week for a site review and interviews. His report should be available soon. The results of the evaluation will be made available to the parents. Also, time will be made at a future board meeting to review the results of both assessments.

Ms. Saunders stated that she is considering the best way to implement an evaluation of board members, perhaps similar to the Director evaluation. One consideration is who would collect the inputs. There is some confusion on the questionnaires that go out to the parents. The family questionnaire evaluates the overall program and includes questions required by NAEYC plus some specifics added by the Director. It goes out in the summer and is collected by Kristy. Another questionnaire is an evaluation of the Director and Assistant Director. Those are collected by the Board. Finally, a third questionnaire is sent out to the parents of the summer camp children evaluating that program. A parent had a question about objectivity. She didn't feel comfortable sending her responses to Ms. Hirning. Ms. Saunders commented that she gave her questionnaires to her children's teachers directly so they understand her concerns were policy related and not specific to them.

We would like to formalize teacher representation at the monthly meeting including adding them to the agenda.

Ms. Saunders closed with the hope that this year will be smoother than last year. We will try to emphasize the need to go through the reporting chain with issues or concerns. First discuss them with the teachers. If there is no satisfactory resolution, bring them to the Director, and if again there is no resolution, to the Board. We welcome communication but don't want to undermine the teachers and staff so we need to make sure we are consistent on how we should handle these things. Our grievance policy is located in section F.4 of the Parent Handbook. Everyone should be aware that they may make use of the NASA Safety Reporting System including the Center Director Safety Action Hotline and the Close Call system. However, those channels can make it more difficult to resolve issues particularly if the other steps have not been attempted first.

### ***SFEI Members Report***

#### **Walk-ons**

A parent commented that she was disappointed that an exception was not made for her in regards to the required 2-week written notice on withdrawals. When she missed the 2 weeks by 3 days she wasn't refunded her original deposit. However, she agreed to pay the new deposit when her child re-enrolled.

#### **Old Business**

The standard operating procedure (SOP) is an outstanding action. Thanks to Debbie Berdich for her upfront work. We will send out an email request for committee members to work on this. The effort will be to capture in one document all of the center's procedural knowledge which is currently in the parent and staff handbooks and in some cases only in people's heads.

The Board recognizes that there are additional open items from past meetings and will make an effort to review them.

#### **New Business**

Ms. Carnahan-Webb talked about her goals in performing this evaluation and her views on NAEYC accreditation. She has broad experience including with other parent-run daycare centers. So far she has observed almost all of the classrooms. She reported that all of the teachers, staff, and board members have been very cooperative. She plans to have a preliminary report soon and a written report by Oct. 15. A parent asked if she will be taking parent comments. She will review the family questionnaires from the last 3 years and any other comments are welcome. Ms. Hirning will send out Ms. Carnahan-Webb's email

address through the room captains. Ms. Carnahan-Webb commented that the longevity of the staff is very good. A parent asked why there seem to be so many substitutes and is that a concern to NAEYC. Ms. Carnahan-Webb replied that she doesn't specifically look at the number of subs but rather at the quality of the subs and whether they are always paired with a regular teacher. From what she has observed, our subs seem very good, particularly the sub in the infant room.

Attendance:

Melanie Saunders  
Susan Gomez  
Liana Rodriggs  
Miranda Scroggins  
Judy Carnahan-Webb  
Kristy Hirning  
Scott Dunham  
Jane Gensler  
Mayu Manawadu  
Gloria Cybulski  
Dianna Ritter  
Nancy Coppedge  
Shelly Schroeder  
Debbie Berdich  
Linda Loerch  
Renita Fincke  
Jennifer Lewis

The next meeting will be October 20, 2005  
Building 111 Conference Room - 11:30 AM - 1:00 PM